

**California Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

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| <b>SUBJECT:</b><br>Certification Rule Changes | <b>REFERENCE NUMBER:</b><br>2015-030 |
| <b>DATE ISSUED:</b><br>10/15/2015             | <b>SUPERSEDES:</b>                   |

This memorandum should be forwarded to:

**Agency Secretaries  
Agency Undersecretaries  
Department Directors  
Department Deputy Directors  
Personnel Officers  
Examination Managers**

**FROM:** California Department of Human Resources  
Selection Division

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As part of the Civil Service Improvement initiative, Governor Brown signed Senate Bill 99 into law on September 22, 2015. Specific provisions of this bill were designed to streamline the civil service certification processes while increasing the candidate pool to hire qualified individuals for state employment. In relevant part, this bill requires all eligibility lists to be certified by using the three highest ranks with the exception of reemployment lists, State Restriction of Appointment (SROA) lists, and Limited Examination and Appointment Program (LEAP) referral lists.

The following Government Code (GC) sections were repealed with the signing of SB 99:

1. 19057 – Typically referred to as the Rule of 3 Names certification rule (used for clerical classifications' promotional lists)
2. 19057.2 – Typically referred to as the Managerial Rule of 3 Ranks certification rule (used for managerial classifications' eligibility lists)
3. 19057.4 – Typically referred to as the Rule of 1 Rank certification rule (used for supervisorial classifications' promotional lists)

GC section 19057.1, which defines what is typically referred to as the Rule of 3 Ranks certification rule, was amended to include all promotional and open eligibility lists. Going forward, this rule will govern the certification of all open and promotional eligibility

lists, including the eligibility lists previously governed by the three aforementioned repealed GC sections.

Additionally, GC section 19057.3 was amended to reflect the repeal of section 19057 and no substantive changes were made.

In response to these changes, updates have been made to the Examination and Certification Online System (ECOS) to reflect the above outlined changes. Therefore, when creating a new certification list going forward, all open and promotional eligibility lists will certify according to the "Rule of 3 Ranks" certification rule (GC section 19057.1). All certification lists created prior will continue to be governed by the previously applicable certification rules.

In most instances, individuals who were considered reachable according to the previous certification rules will continue to be considered reachable upon implementation of the new rules. If, however, the rule changes result in a reduced number of reachable individuals, scores may be converted for all eligibility records on the eligibility list using a limited score scale, as outlined in Selection Manual section 5365. In such a case, updated eligibility notices must be provided to all individuals on the list.

The Selection Division will be conducting periodic score conversion workshops to assist departments during this transition period. These workshops will be announced on ECOS Broadcast Messages and The Grapevine.

For questions regarding these changes, please contact Gina Forman at (916) 323-6099.

/s/Adria Jenkins-Jones

Adria Jenkins-Jones, Chief  
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